

CM/ECF Maintain User Accounts

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the **Maintain Your ECF Account** menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how trustees can update:

- ◆ user name, address and other party data
- ◆ E-mail information
- ◆ electronic noticing preferences
- ◆ user login and passwords.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select **Maintain Your ECF Account**, which is found under the **Your Account** sub-menu. Your UTILITIES screen may vary from the one displayed in this example.

STEP 2 Your **USER ACCOUNT** screen will appear displaying your current account information.

- ◆ Update your personal information on this screen. When it is correct, click **Submit** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- ◆ The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The **E-MAIL INFORMATION** screen presents options for control of your electronic notification on each court's CM/ECF system.

NOTE: You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing

activity. "All activity" includes notification of claims as well as other entries to a case.

Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.
- ◆ **Send the notices specified below...**
 - ☐ **to my primary E-mail address**
To activate CM/ECF notification you must first check the box next to your E-mail address.
 - ☐ **to these additional addresses**
You may have notices sent to other E-mail addresses besides your primary E-mail address. When entering multiple E-mail addresses, separate each address with a semi-colon.
 - ☐ **Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant.
 - ☐ **Send notices to these additional cases**
You do not have to be a participant in a case to receive notification of activity. Attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

- ◆ **Send a notice for each filing.**
Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.
- ◆ **Send a Daily Summary Report**

A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list.

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

◆ **Format notices**

Enter the E-mail delivery method. This selection will be determined by your E-mail type.

☐ **html format for Netscape or ISP E-mail servicer**
The html format will include hyperlinks to the document or claim.

☐ **text format for cc:Mail, GroupWise, other E-mail service**
Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.

◆ When you have entered your E-mail preferences, click on **Return to Account screen.**

◆ Click on **Submit** to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

◆ Select desired cases and then click **Submit**.

STEP 5 If you click on **More user information** from your account screen, your login and password information will be displayed

◆ You can change your own login and/or password here.

Remember:

- Logins and passwords are case sensitive.
 - These are alphanumeric fields
 - Passwords have a maximum of 8 characters
 - When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks.
(No one will be able to tell you what your password is.
Contact the court if you forget your password.)

- ◆ When you have entered the information as desired, click on **Return to Account screen.**

STEP 6 Your user account screen will appear again.

- ◆ When all of your account information is correct, click **Submit** to finish processing.

STEP 7 A list of the cases you are associated with will then appear.

- ◆ If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ When you have all of the desired cases or *****Update All***** highlighted, click **Submit** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

USER TRANSACTION LOG

All docketing activity is recorded through each user's transaction log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range.

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.

